

Committee on Educational Technology  
11:00-12:00 noon, Monday, September 20, 2004

**MEETING MINUTES**

**Present:** Margaret Anderson, Rodger Blum, Eric Brewer, Robert Davis, Samuel Intrator, Eric Loehr, Herb Nickles, Roisin O'Sullivan, and Charles Staelin

**Absent:** Anna Botta and Christopher Gole

**Introductions & Discussion about a Chairperson**

Charles Staelin asked everyone to introduce themselves and say whether they had been on CET in the past. It was decided that either Margaret or Anna as the returning committee members should be considered for the Chair this year, but because Anna was unable to make the meeting today, the committee will vote on a Chair at the next meeting. Margaret agreed to act as Chair for today's meeting.

**Minutes of May 3, 2004**

The minutes of the May 3, 2004 meeting were approved as written.

**CET mission and history - Herb**

Attached is a copy of the CET mission as posted on the Provost/Dean of Faculty website. Herb said the CET was established in 1997-98 with a charge to 1) set standards for academic computing on campus, 2) review and advise the college on educational technology resource allocations, and 3) to review and make decisions on initiative proposals for software, equipment, and training. The committee was brought up to date on the budget allocation to CET for FY2005 as well as the funds carried forward from FY2004. The total CET budget with carry forward is \$143,791.00.

**Sub-committee issues for FY2005**

Robert said that ETS is planning presentation stations in the classrooms and that he would appreciate CET's input on standards for these stations. He also

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noted that there was an ongoing issue of faculty development which should continue to be discussed.

Margaret asked the committee to think about possible items for the sub-committee business this year and to bring those ideas to the next meeting. She also noted that at the final meeting of CET in May, 2004 the reliability sub-committee was to draft a statement about the results of their CLAC survey on reliability and post it on the ITS website. It was agreed that as a member of that committee, she would draft a conclusion statement that could be posted online.

**Software request - Matlab - Eric Brewer**

Eric explained to the committee that he had purchased a site license for Matlab with money that wasn't budgeted for that purpose. It is a necessary software license that is used in teaching and for research. The site license means that many other departments on campus could utilize the software, and that a very good price had been negotiated. He was bringing this item to CET because this committee has a software budget and he was hoping that he could be reimbursed for this purchase. Robert discussed the expected software purchases for this year and said that there was certainly money to cover this purchase. The committee agreed to reimburse the Science Center \$3772.00 for this year's site license and to consider funding it in the future.

**Report from Executive Director of ITS - Herb**

Herb gave the committee a copy of the new ITS organizational chart that was created after the budget cuts and layoffs last spring. He also discussed the impact that \$567,000 in cuts had on ITS which are summarized in the attached document.

There being no further time for discussion, the meeting adjourned at 12:00 noon. The next meeting of CET will be October 18<sup>th</sup> at 11:00AM in Stoddard Hall G4 unless otherwise notified.

Respectfully submitted,

Constance McGinn, recorder